


OTE 84-6759

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MEMORANDUM FOR: Deputy Director for Science and Technology
VIA: Deputy Director for Administration
FROM:  Director of Training and Education
SUBJECT: Presentation of Training Recommendations Based
on DS&T Needs Assessment

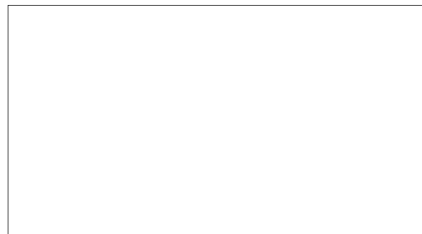
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1. The Office of Training and Education has completed the questionnaire survey of skills and knowledge critical to the DS&T professional and will be prepared to present our findings and recommendations to you at any time after 26 November. In the meantime, we will be meeting with selected individuals from your offices to get more clarity on shortfalls in skills and knowledge that can be addressed in courses.

2. My staff will be prepared to present to you and your office directors several subjects to include an overview of the results of the needs assessment and follow-up meetings, a list of recommended courses for FY85 to meet some of the shortfalls identified during these surveys, an outline of how we think the individual courses would look, and some preliminary ideas about courses in FY86 and beyond that would be appropriate for DS&T professionals. These presentations and follow-on discussions should take about four hours with discussions.

3. If you will inform us of a convenient time and place to meet after 26 November, we will present our recommendations to you.

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OTE/IT (22 October 1984)

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